

## Sample Letter from CPT Employer

Use this sample letter as a guide for including all 6 requirements.

<b>1</b> Official Company Letterhead	<p>EMPLOYER LETTERHEAD Name Street address City, State, Zip</p> <p>(Date)</p> <p>International Students and Scholars Office Columbia University 524 Riverside Drive, New York, NY 10027</p> <p>Dear ISSO Advisor,</p> <p>This letter is to confirm that <b>(student name)</b> has been offered a training position as <b>(job title)</b> at <b>(company/ department name)</b>. The employment will begin on <b>(start date)</b> and end on <b>(end date)</b> and will be located at <b>(location of work)</b>. <b>(Student)</b> will work <b>(Part-time &lt;20 hrs/wk or Full-time &gt;20 hrs/wk)</b> for <b>(x)</b> hours per week. The employment will be <b>(paid/unpaid)</b>.</p> <p>The position duties include <b>(description of your position duties)</b>.</p> <p>If you need more information, I can be reached by email at <b>(email)</b> or by phone at <b>(phone xxx-xxxxxxx)</b>.</p> <p>Sincerely,</p> <p><b>(Signature)</b> <b>(Supervisor)</b> <b>(Title)</b></p>	<b>2</b> Specific start and end dates.
<b>3</b> Complete street address where your work will be performed.		<b>4</b> The number of hours per week you will work.
<b>5</b> Detailed description of job duties.		
<b>6</b> Signed and dated by your employer.		